

State of Louisiana

Louisiana Commission on Law Enforcement and  
the Administration of Criminal Justice



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## EDWARD BYRNE MEMORIAL / JUSTICE ASSISTANCE GRANT (JAG) PROGRAM

### APPLICATION INSTRUCTIONS

Only an original signed with **BLUE** ink will be processed by LCLE

Fax and Online Submission will NOT be accepted

Louisiana Commission on Law Enforcement  
1885 Wooddale Blvd., Room 1230  
Baton Rouge, LA 70806-1555

(225) 922-2089  
Byrne/JAG Program Manager

(225) 925-4418  
Main Number

[www.lcle.la.gov](http://www.lcle.la.gov)

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**Please read these instructions before completing the application. Responses on application are to be provided in upper and lower case font – do not use all capital letters.**

## GENERAL FUNDING INFORMATION

The purpose of the Edward Byrne Memorial/Justice Assistance Grant (JAG) Program is to assist states and units of local government in carrying out specific programs that offer a high probability of improving the functioning of the criminal justice system. The Louisiana Commission on Law Enforcement may award formula grant funds to state agencies and units of local government for the purpose of enforcing state and local laws which establish offenses similar to offenses established in the Controlled Substances Act (21 U.S.C. 801 et. seq.) and to improve the functioning of the criminal justice system, with emphasis on controlling violent and drug-related crime and serious offenders.

### PROGRAM PURPOSE

1. To assist states and units of local government in carrying out programs which offer a high probability of improving the functioning of the criminal justice system with special emphasis on a nationwide and multi-level drug control strategy by developing programs and projects to assist multi-jurisdictional and multi-state organizations in controlling violent and drug-related crime and serious offenders to support national drug control priorities.
2. Grants are to be made available for use by states and units of local government for the purpose of enforcing state and local laws that establish offenses similar to those in the Controlled Substances Act and to improve the functioning of the criminal justice system with emphasis on violent crime and serious offenders.

NOTE: The authorizing statute for the JAG Program provides that funds are to be used for the purposes above and notes that these purposes include all of the purposes previously authorized under the Edward Byrne Memorial State and Local Assistance Program (Byrne Formula) and the Local Law Enforcement Block Grant Program (LLEBG).

There are seven (7) purpose areas authorized for funding. Under each purpose areas are examples of previously funded projects.

#### 2.1. Law Enforcement Programs

Apprehension Enhancement  
Clandestine Lab Eradication  
Community Policing  
Crime Activity Patrol  
Criminal Patrols  
Drug Knock & Talk  
ICAP  
Intelligence Unit  
K-9 Narcotics Unit  
MJTF  
Narcotics Hot Line Task Force

Narcotics Response Team/Corrections Center  
Property Crime  
Street Sales Disruption  
Targeting Illegal Substances  
Street Reduction of Violent Crime  
Targeting Computer and High Tech Crime  
Targeting Violent Criminals  
Vice Narcotics  
Violent Crime Unit  
Violent Crime Task Force

#### 2.2. Prosecution and Court Programs

Career Criminal Prosecution  
Court Delay Reduction  
Differentiated Case Management  
Drug Court

MDO Prosecution Unit  
Video Arraignment  
Violent Crime Prosecution

#### 2.3. Prevention and Education Programs

Anti-Terrorist Program  
Apprehension Training  
Crime Prevention for the Elderly

Pre-Trial Intervention  
State Civil Rico Training  
Tracking Drug Related Domestic Violence

#### 2.4. Corrections and Community Corrections Programs

Correctional Contraband Control  
Correctional Surveillance Enhancement  
Enhanced Job Skills  
Reduction of Drugs in Prison

#### 2.5. Drug Treatment and Enforcement Programs

Continuing Aftercare Services  
Drug Court  
Drug Screening

Intensive Incarceration  
Intensive Supervision

## 2.6 Planning, Evaluation, and Technology Improvement Programs

Crime Lab Upgrade  
Criminal Justice Technology  
Criminal Records Improvement  
DNA Analysis  
Enhance Crime Scene Unit  
Evaluation

Evidence Records Preservation  
Forensics Database  
Information Systems Upgrade  
Law Enforcement Technology Training  
Statewide Criminal Information Sharing System

## 2.7 Crime victim and witness programs (other than compensation)

### FUNDING PRIORITIES

1. All of the Department of Justice, especially OJP and BJA, encourages states and local agencies to maximize the effectiveness of the Byrne/JAG funding through addressing the following areas.
2. Encourage both state and local comprehensive justice planning, bringing all of the system stakeholders together, including law enforcement, courts, prosecutors, defenders, corrections officials, and other stakeholders to create a comprehensive and strategic justice plan to ensure coordination and a more effective justice system.
3. To fund programs that are evidence-based and have been proven effective. BJA also recognizes that state and local programs can be wonderful laboratories for innovative programs that can be models for other states and localities addressing difficult problems. BJA has resources available to provide training and technical assistance in identifying and using evidence-based practices as the outcome of a comprehensive and strategic justice plan in the state or local community.
4. BJA has identified the following key areas that BJA is focusing nationally:
  - 4.1 Counterterrorism and terrorism prevention programs – BJA recognizes that state and local law enforcement are critical partners in detecting, identifying, preventing, and disrupting acts of violence against the United States by both domestic and international extremist organizations. Preventing terrorism remains the first goal of the Department of Justice’s strategic plan and remains a priority for BJA.
  - 4.2 To provide funding for courts, prosecution, problem-solving courts, and other innovative, cost-saving alternatives to incarceration.
  - 4.3 “Smart Policing” – evidence-based and data-driven law enforcement efforts that allow agencies to maximize their resources and more efficiently target emerging and chronic crime problems, hopefully preventing crimes before they occur and ultimately lessening the burden on the courts and justice system overall.
  - 4.4 Economic Crime, including mortgage fraud, financial crimes, fraud, and intellectual property crimes that threaten our economic growth and stability.
  - 4.5 Offender Reentry – Smart and effective approaches to offender reentry that support statewide and local efforts in justice reinvestment, which reduces costly spending on incarceration and reinvests a portion of the savings into other areas of the justice system without sacrificing accountability. This should lessen the burden on what has been described as an over reliance on incarceration, and it is essential that those who have served time can transition back into the community and into crime-free pro-social lives.
  - 4.6 To ensure, in the context of addressing violent crime, that children who are exposed to violence are responded to effectively so that these experiences do not risk the futures of these children and do not fuel the cycle of violence.

### APPLICANT ELIGIBILITY

1. Units of local government are eligible to receive sub-grants from a participating state. Units of local government means any city, county, town, township, borough, parish, village or other general purpose political subdivision of a state, and includes Native American tribes that perform law enforcement functions as determined by the Secretary of the Interior. For the State of Louisiana, sheriffs and district attorneys are considered units of local government.
2. **Applicants must obtain the following. Applications will not be considered if this information is not included.**
  - 2.1 **DUNS Number:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.
  - 2.2 **Central Contractor Registration:** OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registration in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

### FUNDING GUIDELINES

**All awards are contingent upon availability of funds.**

1. **PROJECT PERIOD.** Projects are funded for a maximum of four years (48 months) in the aggregate. The limitation on funding applies to all projects, with the exception of Multi-Jurisdictional Drug Task Forces, Criminal Records Improvement and Training

Programs. An applicant agency may request a waiver of the 48-month limitation if there are extenuating circumstances. The applicant must submit, in writing, a letter requesting a waiver and provide justification. If the Commission approves the request, the applicant will be eligible for an additional 48 months. The applicant must receive approval prior to submitting an application for continued funding.

2. **MATCH.** The Commission on Law Enforcement temporarily waived the 25% cash match requirements. If an applicant chooses to include match in the proposed project, the applicant must track and account for the match the same as Federal funds. Match records will be maintained and provide the approved match percentage of the total cost of the project throughout the project period.
3. **PROGRAM INCOME.** Gross income earned by the recipient, during the funding period, as a direct result of the grant is considered program income. Program Income can include but is not limited to, seizures and forfeitures, fees and registration costs, sale of publications, etc. Subgrantees must comply with the Federal and State Program Income guidelines. Program Income must be accounted for and utilized only for allowable program costs and in accordance with the LCLE and OJP Program Income Guidelines. The Federal share of Program Income must be reported on the Subgrant Expenditure Report and is due within 15 days of the end of the cycle.
4. **CONFIDENTIAL FUNDS.** Confidential funds are monies allocated for confidential expenditures and are defined as funds used for the purchase of services (buy money), physical evidence (narcotics, firearms, stolen property, etc.), and specific information (informant money) for undercover purposes in accordance with 42 U.S.C. 3751(d). If the activity is approved by BJA, the terms and conditions for the use of confidential funds set forth in the OJP Financial Guide (chapter 8) must be followed. In addition, prior to the expenditure of any confidential funds, the recipient must agree to sign a certification indicating that they have read, understood and agree to abide by all of the conditions pertaining to confidential fund expenditures as set forth in the OJP Financial Guide.
5. **CRIME REPORTING & RECORDS.** The law enforcement applicants agree to begin or continue participating in the Uniform Crime Reporting (UCR) Program or the Louisiana Incident Based Reporting System (LIBRS) Programs of LCLE. The law enforcement applicants agrees to submit all required data to the state LIBRS/UCR Program in accordance with the requirements of the applicable program and to submit all required arrest fingerprinting cards and related data to the Bureau of Criminal Identification in the time and manner specified by the Bureau. The applicant certifies that all systems developed or purchased shall meet all specifications for Louisiana Incident Based Reporting System (LIBRS) Criminal History System reporting as are in effect at the time of subgrant award.
6. **DRUG COURT PROJECTS.** The applicants applying for funds to be used for a drug court must conform to the current Drug Court Program standards as published by the Louisiana Supreme Court, Drug Court Office in Section III of the Manual of Policies and Procedures. The applicant agrees to utilize the Drug Court Management System as described in Section VII of Louisiana Supreme Court, Drug Court Office Manual of Policies and Procedures. The applicant agrees to collect and maintain follow-up data on program participants' criminal recidivism and drug use relapse. The data collected must be available for review by LCLE staff and Federal Department of Justice.
7. **MULTI-JURISDICTIONAL TASK FORCE PROJECTS.** The agencies (board of directors or control group) are required to meet at least quarterly and will maintain minutes of these meetings. These minutes will be submitted to LCLE to become part of the subgrant record.

The task force commander, agency executive, task force officers, and other task force members of equivalent rank, will complete the required on-line (internet-based) Task Force Training to be provided free of charge through Bureau of Justice Assistance's (BJA) center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)). This training will address task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. Completion certifications must be maintained to document each member as completing the internet-based training. This training will be completed within 120 days of receipt of the award. LCLE will be notified, in writing, if an agency withdraws from the Task Force.

8. **SUSTAINABILITY REQUIREMENTS.** Applicants are required to develop a sustainability plan. The plan must provide partners/agencies that would assume financial responsibility, identifying specific parts of the project covered by other sources. Applicants will be evaluated for proper management of the previous year's grant. Applicants will be required to demonstrate the ability to maintain the operation, service delivery and project accomplishments equal to that proposed in the first year of the grant. Sustainability means maintaining the same or greater level of service stated in Year 1 plan. This includes the project's time period and the delivery of services. For continuation applications, the applicant will be evaluated for proper management of the previous year's subgrant. Applicants will be required to demonstrate the ability to maintain the operating services delivery and project accomplishments equal to that proposed in the first year of the subgrant.
9. **ALLOWABLE COSTS**
  - 9.1 The following documents contain the established regulations for allowable and unallowable expenses:
    - 9.1.1 2 CFR Part 225 – "Cost Principals for State, Local, and Indian Tribal Governments" (formerly OMB Circular A-87);
    - 9.1.2 2 CFR Part 230 – "Cost Principals for Non-Profit Organizations" (formerly OMB Circular A-122);
    - 9.1.3 2 CFR Part 220 – "Cost Principals for Educational Institutions" (formerly OMB Circular A-21);
    - 9.1.4 28 CFR Ch.1 § 66.3 – "Part 66 – Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments";

- 9.1.5 28 CFR Ch.1 § 70.2 – “Part 70 – Uniform Administrative Requirements for Grants and Agreements (Including Subawards) with Institutions of Higher Education Hospitals and Other Non-Profit Organizations”;
- 9.1.6 OMB Circular A-133 – “Audits of States, Local Governments, and Non-Profit Organizations”;
- 9.1.7 OJP Financial Guide; and
- 9.1.8 The Commission and Advisory Board policies.
- 9.2 Allowable costs with grant funds are permitted for payment of personnel, fringe, travel, supplies, equipment, professional services, and other items that are a part of an approved program or project.
- 9.3 Grant funds which may be used for confidential expenditures are defined as funds used for the purchase of services, physical evidence, and information including buy money, flash rolls, etc. Certification is required to ensure compliance with guidelines related to confidential expenditures as provided in OJP Financial Guidelines.

#### 10. UNALLOWABLE EXPENSES

- 10.1 Supplanting – Federal funds may be used to enhance or expand efforts or services but not replace state or local funds that would otherwise have been made available.
- 10.2 Cost of organized fund raising including financial campaigns, endowment drives, solicitation of gifts and similar expenses are unallowable.
- 10.3 Acquisition of land with grant funds is prohibited.
- 10.4 Military-type equipment such as armored vehicles, explosive devices and other items associated with the military arsenal is prohibited.
- 10.5 All mobile vehicles, vehicle maintenance and repairs, vehicle insurance, uniforms, leather accessories, firearms, ammunition, furniture, office and recreational equipment are prohibited.

#### 11. REPORTING REQUIREMENTS. Agencies approved for funding must adhere to the following reporting requirements:

- 11.1 **Equipment Inventory Listing and Assurance Forms** must be completed for any equipment purchased with grant funds. This must be attached to the Expenditure Request form when requesting reimbursement.
- 11.2 **Expenditure/Requests for Funds** are due within **fifteen (15) days** of the end of the cycle.
  - 11.2.1 Monthly if receiving \$40,000 or more in Federal funds or
  - 11.2.2 Quarterly (or monthly by choice) if receiving less than \$40,000 in Federal funds. See time schedule below.
  - 11.2.3 Final Fiscal Expenditure report is submitted to LCLE **fifteen (15) days** after the end of the project.
- 11.3 **Quarterly Progress Reports** provides information on the project’s performance in meeting the goals and objectives within the reporting period. To assist in fulfilling the accountability objectives of the Department of Justice’s responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Applicants must discuss their data collection methods in the application. Data collected must be reported to BJA and LCLE in the Quarterly Progress Reports. There are eight (8) performance measures specific to the JAG Program that is found in Appendix A of this application. Further information on this is stated later in the application.

The applicant must submit the project’s performance as a requirement of BJA via the BJA Performance Measurement Tool (PMT) System no later than the 10<sup>th</sup> day of the month following the reporting period and at the conclusion of the project period. The applicant must print the BJA PMT report and attach the PMT report to the LCLE quarterly progress report.

Quarterly reports are filed on a calendar quarter bases and are due as follows:

Reporting Period	Due to BJA	Due to LCLE
January – March	April 10	April 15
April – June	July 10	July 15
July – September	October 10	October 15
October – December	January 10	January 15

If a project ends within a reporting period, the final report is due to BJA and LCLE within the 10<sup>th</sup> and 15<sup>th</sup> day at the conclusion of the project.

***NOTE: Failure to submit both reports will delay reimbursement of funds.***

- 11.4 **Subgrant Adjustments** allows changes to the original application within the project period. Changes could include the budget, project period and/or extension, project officials/addresses, project personnel, goals and objectives, and/or other. If changes are made with project personnel, you must submit the Subgrant Adjustment Page 3 along with the resume(s), if applicable. This form can be downloaded at [www.lcle.la.gov/programs/FF\\_OB.asp](http://www.lcle.la.gov/programs/FF_OB.asp).

***NOTE: Failure to Comply with Reporting Requirements may result in administrative action such as withholding of payments, suspension of funding, cancellation of project, loss of awarded funds, or non-certification of new grant awards.***

- 12. Approved projects must comply with all Federal Rules regulating grants, with State criteria, Advisory Board and LCLE Policies.
- 13. For assistance in completing the application, call the representative of the Local Law Enforcement Planning District or the Edward Byrne/JAG Program Manager at LCLE.

## GENERAL APPLICATION GUIDELINES

To be eligible for consideration of Edward Byrne Memorial/Justice Assistant Grant Program funds through the Louisiana Commission on Law Enforcement, the following guidelines must be followed:

1. Application must be submitted on the attached form. The application may not be computer replicated.
2. Follow the instructions for each section. Unless otherwise noted, information in each section is limited to the space provided. The only accepted attachments are:
  - 2.1 Resumes
  - 2.2 Job Descriptions and Qualifications
  - 2.3 Organizational Chart
3. Submit a single, signed **original in BLUE INK** of the completed application. Copies will not be considered.
4. Applications cannot be handwritten. If the application is not computer generated, the only acceptable font size is 10, 11, or 12 pitch.
5. Assemble and fasten by a single staple.
6. Applications must be submitted by the due date and meet all criteria. No material received after or apart from the application will be added to or considered with the application.
7. Any grant approved without complete information or with questions to be answered will not receive a grant award until this information is received and questions answered to the satisfaction of LCLE staff.
8. The subgrant number will be assigned by LCLE and must be on all contracts and future correspondence and documents regarding the project. Continuation projects receive new subgrant numbers, which must be used for continuing correspondence.
9. Contracts for professional services should not be executed until an award is made and a subgrant number is issued. The standard LCLE contract form must be used, which is available to download at [www.lcle.la.gov](http://www.lcle.la.gov). Duplication by a word processor is acceptable.
10. Before application submission to the appropriate District Director, the applicant should thoroughly review and understand the Certified Assurances, Criminal Penalties, Non-Supplanting, Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibilities Matters; and Drug-Free Workplace Requirements at the end of the application.
11. Completed applications for funding should be submitted to the appropriate Law Enforcement Planning Council District Office.
12. State Level Projects should be submitted directly to the Louisiana Commission on Law Enforcement.
13. First time applicants must adhere and provide the following:
  - 13.1 Federal Tax Identification number
  - 13.2 DUNS number
  - 13.3 Central Contractor (CAGE/NCAGE) Number
  - 13.4 Provide an organizational chart.

## SUMMARY PAGES

### TITLE PAGE

**NOTE: OJP requires the zip code + 4 code and email addresses on subgrantees.**  
Visit [www.usps.com/zip4/](http://www.usps.com/zip4/) if need help locating the correct zip code.

1. **Project Title:** This is the BJA approved program title, not your operational name. See examples on Pages 3 and 4 of the instructions.
2. **Project Status** – Indicate if this request is for a new project or continuation project. If the request is for a continuation, enter the prior subgrant number.
3. **Project Duration:** Show the length, in months, of the total project. Projects are funded on 12 months. Enter the desired start date and end date. Use only the first day of the month as a start date and the last day of the month as the end date.
4. **Project Funds:** Enter your requested Federal amount and match, if applicable.
5. **Applicant Agency:**
  - 5.1. **A - Agency:** Enter the official name, physical AND mailing addresses, telephone and FAX numbers, email address and Federal Employer Tax ID number of the agency or institution applying for funds. For example: City of Baton Rouge, East Carroll Parish Sheriff's Office, 19<sup>th</sup> Judicial District Attorney's Office.
    - 5.1.1. **DUNS Number:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dnb.com/us/>.
    - 5.1.2. **Central Contractor Registration:** OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registration in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via [www.grants.gov](http://www.grants.gov) are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).



5.2 **B - Authorized Official of Applicant Agency:** This is the individual authorized to enter into binding commitments on behalf of the Applicant Agency or Institution. This will normally be the chief officer of the agency, institution, or government unit involved (e.g., Mayor Earl Smith; Sheriff Walter Jones; Sam Jones, Parish President, etc.). Enter the official's name, title, addresses, telephone and FAX numbers, and email address.

6. **Implementing Agency:**

6.1. **Agency Head & Title:** This is the person in charge of the agency in which the applicant program is located. (Example: Chief of Police Couvillion; Sheriff Walter Jones; District Attorney Jerry Smith).

6.2. **Agency:** The name, address, telephone and FAX numbers and email address of the agency implementing or benefiting from the project. In most cases, this will be the same as the Applicant Agency. (Example: Applicant Agency, Caddo Parish Sheriff's Office, Implementing Agency, Caddo Parish Sheriff's Office). However, in some cases it will be different. (Example: City of Baton Rouge, Applicant Agency; the Baton Rouge Police Department, Implementing Agency).

6.3. If the applicant agency and the implementing agency is the same, DO NOT put SAME AS #1.

7. **Project Director:** This is the individual who will be in direct charge of the project. He or she should be a person who combines substantial knowledge and experience in the project area with proven ability in administration and supervision of personnel and will be expected to devote a major portion of his or her time to the project. **Project Director must be an employee of the recipient's organization.** The official business address should be used along with telephone and FAX numbers and email address.

8. **Financial Officer:** This is the individual who will be responsible for fiscal matters relating to the project and in ultimate charge of agency accounting, management of funds, verification of expenditures, and sub-grant financial reports. The official business address should be used along with telephone and FAX numbers and email address.

**NOTE:** It is possible that a different person will fill the four positions (Authorized Official, Agency Head, Project Director, and Financial Officer). It is also possible that the same person may serve in more than one capacity. However, there must be at least 2 different people in any combination in these positions. The financial officer and the project director must be different individuals.

9. **Brief Project Description:** Enter a brief description of the project stressing project goals. This summary description must be limited to the space provided. This description is critical and will be the summary used to present the project to the Drug Control and Violent Crime Policy Board and Commission.

#### PROJECT FUNDING HISTORY

1. List the prior subgrant numbers and the total number of months funded for each subgrant. Projects are limited to 48-months of funding.
2. If extenuating circumstances required extending the project period beyond the 48-month limitation, a written request must be submitted and receive approval by the Louisiana Commission of Law Enforcement prior to the submission of an application.
3. Multi-Jurisdictional Task Force training projects and statewide criminal justice improvement projects are exempted from the 48-month limitation.
4. If the project received a waiver, enter the date the Commission approved the waiver.

#### BJA PURPOSE AREAS

1. There are seven (7) approved purpose areas. JAG funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and criminal justice information systems that will improve or enhance such areas as:
  - 1.1. Law enforcement programs
  - 1.2. Prosecution and court programs
  - 1.3. Prevention and education programs
  - 1.4. Corrections and community corrections program
  - 1.5. Drug treatment and enforcement programs
  - 1.6. Planning, evaluation, and technology improvement programs
  - 1.7. Crime victim and witness program (other than compensation).
2. The authorizing statute for the JAG Program provides that funds are to be used for the purposes above and notes that these purposes include all of the purposes previously authorized under the Edward Byrne Memorial State and Local Assistance Program (Byrne Formula) and the Local Law Enforcement Block Grant Program (LLEBG). This provision may be helpful to applicants in understanding all of the allowable uses under the above purpose areas. For a listing of prior Byrne Formula and LLEBG purpose areas, see [www.ojp.usdoj.gov/BJA/grant/byrnepurpose.html](http://www.ojp.usdoj.gov/BJA/grant/byrnepurpose.html). Although these two programs have been eliminated, their prior purpose areas may be useful in appreciating the scope of the JAG purpose area.

#### CONGRESSIONAL DISTRICT

1. Indicate the Congressional District(s) that represents this project.
2. To find the Federal Congressional District, visit [www.house.gov](http://www.house.gov).

**PROJECT BUDGET SUMMARY** should be completed last after the sections of the Budget Narrative have been prepared.

1. **CHECKLIST** – All items must be answered. The contact information of the individual completing this application is required, include name, telephone number, fax number and email address.
2. **BUDGET SUMMARY**
  - 2.1 Double check computations.
  - 2.2 Each category amount must equal the Category Total in the corresponding section.
  - 2.3 Leave blank those sections, which do not apply.
  - 2.4 Indicate the source of match.



- 2.5 Costs apply to current year only.
- 2.6 Round amounts to the nearest whole dollar.
- 2.7 Recipients of Byrne/JAG grant funds may not use these federal dollars to supplant (replace) State or local funds.
- 2.8 Refer to U.S. Department of Justice Financial Guidelines, the attached Certified Assurances and any applicable program brief for allowable budget items. All items included in the budget will be reviewed to ensure budgetary reasonableness and allowable costs.

## MATCH

**NOTE:** The Commission approved to temporarily waive the match requirement. If an applicant chooses to provide match, the match funds must be tracked and accounted for the same as Federal funds. The applicant is required to provide the approved match percentages of the total costs of the project and maintain records of the match.

### 1. Program Match Requirements

- 1.1. **CASH MATCH ONLY** -The non-Federal share (cash match) of grant expenditures shall be paid in cash. Funds required to pay the non-Federal portion of the cost of each program and project for which a grant is made shall be in addition to funds that would otherwise be made available for law enforcement by the recipients of grant funds. Match is restricted to the same use of funds as allowed for the Federal funds. A minimum cash match of 25% of the total subgrant project is required.
- 1.2. State and local units of government may use cash they received under the equitable sharing program to cover the non-Federal portion of costs of any project or program. Current guidelines developed by the Department of Justice Asset Forfeiture Office apply.
- 1.3. State and local units of government may use program income (forfeiture funds, fees or registration costs) as match if state and local statutes allow for the collection and retention of such funds.
- 1.4. Match must be dedicated to the project being funded.
- 1.5. Match is restricted to allowable program items.
- 1.6. Match may not be included as a contribution from any other Federal funds.
- 1.7. Match must be verifiable from the applicant's records.
- 1.8. Match must be necessary and reasonable for proper and efficient accomplishment of the project's objectives.
- 1.9. Match must be accountable for grant period.
- 1.10. Match must be provided for in the approved budget.

### 2. OVERMATCH - Applicants should be mindful that any funds designated as matching funds are restricted to the uses outlined in the application. Therefore, it is suggested that subgrantees only provide match at the levels required by the Guidelines. In this way, there are no Federal restrictions on the non-Federal dollars not used by the applicant as project match.

### 3. RECORDS FOR MATCH

- 3.1. All subgrantees must maintain records that clearly show the source, the amount, and the timing of all matching contributions.
- 3.2. If a program or project has included within its approved budget, contributions which exceed the required matching portion, the sub-grantee must maintain records of them in the same manner as it does the grantor agency funds and required matching shares.

### 4. COMPUTATION OF MATCH

- 4.1 Divide Federal funds by appropriate Federal percentage. This will give you the Total Cost of the Byrne project. For 25% match rate, divide by 75%.
- 4.2 Subtract Federal funds from the Total Cost of the Byrne project amount to determine the required match.
- 4.3 Example: \$ 20,000 Federal funds, 25% match rate
 

<u>\$ 20,000</u>	=	\$ 26,667	b. \$ 26,667 Total Cost of Byrne Project
75%			- <u>20,000</u> Federal funds
			<b>\$ 6,667 MATCH</b>

## BUDGET NARRATIVE

### SECTION 100. PERSONNEL

1. **Personnel** – Enter only the Title Position(s) and Individual Names(s) of the employees for each position funded through this subgrant.
  - 1.1 **Full-Time Personnel** – Enter the individual's total monthly salary amount in the "Monthly Salary" column. The salary *times* the percentage of time devoted to project *times* the number of months will *equal* the employee's total salary to be paid with federal dollars and match. Percentage of time is reported in increments of 25 units such as (25%, 50%, 75% or 100%).
  - 1.2 **Part-Time and Overtime Personnel** – Identify as part time or overtime position. If overtime, enter as a "Pool of Employees" in the "Position Title" field. Enter the number of overtime employees in the "Employee Name" field. Enter the hourly wage *times* the weekly overtime hours *times* the number of weeks in the "Hours X Weekly X Hourly Rate" column.
 

**NOTE:** If using a pool of employees with different salary ranges for overtime, enter the average overtime rate for the pool. Employees working overtime can only be paid time and a half of their regular hourly rate.
  - 1.3 **Merit Increases** - If merit increases are a part of agency policy, the merit increase for project personnel should be budgeted in this section. List employee to receive a merit increase twice by showing as a separate line item — once at current salary, then at salary per merit increase. The salary *times* the percentage of time devoted to project *times* the number of months will *equal* the employee's total salary.

1.3.1 **Calculation Example:**

Annual Salary for a Full-Time Employee:

30 Weeks at \$ 8/Hour X 40 Hours = \$ 9,600

Annual Salary Increase of Five Percent (5%):

22 Weeks at \$ 8.40/Hour X 40 Hours = \$ 7,392

1.3.2 Explain salary increases in narrative.

1.4 **Salary Rates** - Salary rates are to be comparable with salaries of similar jobs in the region served by the project

1.5 **Retroactive Pay Increases** - Retroactive pay increases are **unallowable**. The applicant agency should have policy to provide for merit raises applicable to both grant and non-grant personnel. Raises should be estimated in budget, if possible.

1.6 **Dual Compensation** - Dual compensation is **not** permitted.

1.7 **Time and Attendance Records** - Time and attendance records must be maintained on a regular basis.

1.8 **Federal funds cannot be used to supplant positions that are already funded.** In order for the funds to be used for personnel, the duties of the position must be above and beyond the duties for which the employee is currently being paid by means of other sources. Please refer to the Certified Assurances.

2. **Job Descriptions**

2.1 Must be provided for each position given.

2.2 Description of work expected to be done.

2.3 Level of education (diploma, degrees, special training, etc.)

2.4 Work experience required for hire (how many years in what field).

2.5 Any special requirements (such as POST certified, completion of required trainings, etc.)

2.6 Must include minimum and maximum salary ranges.

3. **Resumes – Other Than Patrol Officers**

3.1 Must be submitted with the application if position is already filled.

3.2 Must be submitted with Subgrant Adjustment Requests for positions filled later.

3.3 Must be resubmitted for grant continuation applications.

3.4 Must list qualifications, i.e., education and work experience.

4. **Qualifications**

4.1 Must meet those established for the particular position and/or be comparable to existing positions in funded grants.

4.2 Are to be at a minimum level to perform duties described and in line with salary rates established.

4.3 Unless a waiver is granted by LCLE, based on verifiable work experience, the following education requirements must be met:

4.3.1 **Counselors** must have at least a Bachelor's Degree in a social science or related field.

4.3.1.1 Counselors who treat substance abusers are required to be certified by the Louisiana State Board for Substance Abuse Counselors (LSBCSAC)

4.3.1.2 **Therapists** must have at least a Master's Degree in social work, psychology, counseling, or related field.

4.3.1.3 Therapists who treat substance abusers are required to be certified by the Louisiana State Board for Substance Abuse Counselors (LSBCSAC).

**Note:** *If the above certifications cannot be met, a waiver can be requested from LCLE based on supporting documents that a good faith effort was made to hire a LSBCSAC and either no qualified person applied, or a qualified person was offered the job but did not accept.*

5. Complete explanation section and category total box.

**SECTION 200. FRINGE BENEFITS**

1. Apply only to the employer's share of benefits for those salaries funded.

2. Are limited to no more than thirty percent (30%) of the Personnel total salary

3. For project personnel only.

4. The rate or cost used for calculation must be shown each type:

4.1 Social Security (FICA) (6.2%)

4.2 Medicare (1.45%)

4.3 Health/Life Insurance – Use the monthly premium, then multiply by the time devoted to project and the months to be worked.

4.4 Workman's Compensation – Use the agency's percentage rate.

4.5 Unemployment – Use agency's percentage rate.

4.6 Public/Private Retirement – Use agency's percentage rate.

4.7 Other - Specify type of "Other" fringe benefit. – Use percentage rate

4.8 Liability Insurance/Malpractice Insurance - If part of an employee benefit package for all employees, please provide agency's percentage rate.

5. Only Social Security OR one bona fide retirement plan is eligible, **NOT BOTH**.

6. If personnel costs are budgeted and fringe benefits are not included in the budget, an explanation regarding fringe benefit omission must be explained at the top of the page.

7. If fringe benefits are being funded through another source or no benefits are being requested, please state who will be responsible for paying fringe benefits in the space provided at the top of the page.

8. Complete explanation section and category total box.

**SECTION 300. TRAVEL**

1. The agency should have an established travel policy. In the absence of such policy, the agency must follow state travel regulations. The stricter policy prevails.

2. Travel expenditures are restricted to only the personnel listed in the Section 100 Personnel. Justification may be required. (Training is exempted and explained later).

3. Travel is a reimbursable expenditure for actual travel, not a flat allowance.
4. Amount of funds budgeted for travel is to be in line with project duration, scope of travel required, etc.
5. Travel reimbursement for mileage is not allowable in a public vehicle when gas and operating expenses are provided by the applicant agency.
6. For current Louisiana State Travel Guidelines, visit the State Travel Office at [www.doa.Louisiana.gov/osp/travel](http://www.doa.Louisiana.gov/osp/travel).
7. All supporting records and receipts are to be maintained with official records.
8. Travels for Training:
  - 8.1 All travel must be related to the scope of the project.
  - 8.2 Travel expense must be cost-effective.
  - 8.3 Prior approval from LCLE is required for in-state and out-of-state travel using grant funds.
  - 8.4 Training program agenda with descriptions and/or brochure must accompany all requests submitted to LCLE for prior approval.
9. For out-of-state travel – the applicant must comply with the following requirements:
  - 9.1 Approved out-of-state travel is inclusive only to the 48 contiguous states. Hawaii and Alaska are considered international travel. International travel is prohibited.
  - 9.2 Prior approval from LCLE is required.
  - 9.3 Registrations fees must be included in Section 800 Other Direct Costs.
  - 9.4 Contractors may travel using grant funds only if the contractor is providing the training and travel is included in the contract. Louisiana State Travel Guidelines must be followed. *Refer to "Section 600 Contractual Services"*
10. Complete category total box.

#### **SECTION 400. EQUIPMENT**

1. Distinguish between equipment and supplies; i.e. equipment refers to items, regardless of cost, that has a life expectancy of two or more years and is not consumable. Supplies are items that are consumable.
2. Only equipment costs, which are deemed necessary and essential to the project, are allowed.
3. Records maintained for equipment are to be evidenced by a signed and a dated invoice.
4. Competitive procurement must be used, i.e., the agency must obtain three (3) bids or quotes in writing and maintain such on file and follow U.S. Department of Justice Programs, Procurement Procedures.
5. All equipment must be tagged and proper inventory controls established.
6. No equipment may be disposed of (sold, destroyed, given away) without LCLE approval.
7. Equipment will be considered on a case-by-case basis in accordance with most recent OJP Financial Guide and LCLE policies.
8. Computer checklist must be completed if computer hardware or software is to be purchased with grant funds.
9. Videotapes sold, as a set for \$500 or more, must be listed under equipment. Five videos at \$100 per video for a total cost of \$500 are listed under supplies.
10. Complete explanation section and category total box.

#### **SECTION 500. SUPPLIES**

1. Distinguish between supplies and equipment. Supply items are those by nature that are consumable or have a life expectancy less than two years.
2. Only supplies, which are deemed, necessary and essential to the project, are allowable.
3. Supplies are to be related to and necessary for function of the project.
4. The amount budgeted for supplies will be reviewed in relation to total funds budgeted, i.e., in relation to cost effectiveness.
5. Basic Office Supply is considered paper, envelopes, pens, pencils, staples, postage, etc.
6. Uniforms are not eligible for funding with exception of tactical uniforms used for identification purposes of specialized units.
7. Training Supplies - List the titles for films, audiovisuals, books, periodicals, and bulletins. Costs for periodicals must be prorated for the grant period.
8. Complete explanation section and category total box.

#### **SECTION 600. CONTRACTUAL**

There are specific requirements with respect to the arrangement for services with individuals and other government units, which are as follows:

1. See Certified Assurance for Competitive Procurement.
2. Arrangements with individuals must ensure that:
  - 2.1 Consultants may not be used to perform services ordinarily accomplished by existing personnel. Consultant contracts and agreements must receive approval from the LCLE before release of funds.
  - 2.2 Dual Compensation is not allowed (i.e., the individual may not receive compensation from his regular employer and the retaining subgrantee work performed during a single period of time even through the services performed benefit both.)
  - 2.3 The contractual arrangement is written, formal, proper, and otherwise consistent with the subgrantee's usual practices for obtaining such services.
  - 2.4 Time and/or services for which payment will be made and rates of compensation will be supported by adequate documentation.
  - 2.5 Transportation and subsistence costs for travel performed are at an identified rate consistent with the LA State Travel Policy or the subgrantee's general travel reimbursement practices, whichever is stricter.
3. Sole source must have prior approval by LCLE. Obtain guidelines from LCLE.
4. Contracts
  - 4.1 Current LCLE contract form must be used. Can be downloaded at [www.lcle.la.gov](http://www.lcle.la.gov).

- 4.2 Contractual agreement is to contain detailed description of work to be performed. This must also coincide with the brief explanation found in the application.
- 4.3 Contract must state “**the hourly rate and not to exceed the maximum dollar amount**” stated in Section 600 Contractual Section of the application. If travel expenses are to be included, a breakdown of each cost is required and a “not to exceed the maximum dollar amount” statement added to the contractual budget summary of the application.
- 4.4 Before release of funds, contractual agreement must be reviewed and approved by LCLE. The contract packet must include:
  - 4.4.1 The executed contract with current subgrant number,
  - 4.4.2 Contractor’s resume must include educational background and relevant work history,
  - 4.4.3 Receipts as mentioned within this section, and
  - 4.4.4 References
- 5 Consultant Rates
  - 5.1 The rate of compensation must be reasonable and consistent with that paid for similar services and be in compliance with OMB cost principles. Written documentation may be necessary on a case-by-case basis.
  - 5.2 Where prior approval and justification of the rate are required, the program should include copies of contractor’s paid receipts or invoices for prior comparable services from two other sources.
  - 5.3 Approval for sole source (at any cost) must be sent to LCLE for prior approval. Obtain guidelines from LCLE.
- 6 Consultant Rates Should Be According To Current OJP Financial Guide
  - 6.1 Current rate maximum is \$450 for 8-hour day (\$56.25 per hour).
    - 6.1.1 This rate excludes travel and subsistence costs but includes preparation, evaluation, and travel time.
    - 6.1.2 Rates totaling more than \$450 per day will require prior approval from LCLE.
- 7 The following applies to certain consultants.
  - 7.1 Consultants Associated with Educational Institutes
    - 7.1.1 The maximum rate is the consultant’s academic salary projected for 12 months, divided by 260.
  - 7.2 Consultants Employed by State and Local Governments
    - 7.2.1 Compensation is only allowed when their employer will not provide these services without cost.
      - 7.2.1.1 The rate is not to exceed the daily salary rate for the employee as paid by the employer.
      - 7.2.1.2 If the employee is not representing their agency, the rate is based on the necessary and reasonable cost principles.
  - 7.3 Consultants Employed by Commercial and Not-for-Profit Organizations
    - 7.3.1 These are subject to competitive bidding procedures.
      - 7.3.1.1 They are not subject to the \$450 per day maximum before requesting prior approval.
      - 7.3.1.2 For an individual consulting without employer involvement, the rate is not to exceed the daily salary paid by the employer subject to the \$450 limitation.
  - 7.4 Independent Consultants
    - 7.4.1 The rate must be reasonable and consistent with that paid for similar services in the marketplace.
    - 7.4.2 Compensation may include fringe benefits.
    - 7.4.3 Competitive bidding is required.
    - 7.4.4 Prior approval is not required.
8. Complete explanation section and category total box.

## SECTION 800.OTHER DIRECT COSTS

1. **All costs must be pro-rated for this project alone.**
2. **Audit Cost** – For any non-Federal entity, meaning state, local government, or non-profit organization, the following apply:
  - 2.1 The entity must comply with the conditions of the Office of Management and Budget Circular A-133 current revision;
  - 2.2 If the entity is exempt from federal audit requirements for that year, audit costs CANNOT be charged to the sub-grant. Records must still be available for review or audit if exempt.
  - 2.3 For an agency that is required to have an audit, the audit cost may be an allowable expense. Check with LCLE for guidance.
  - 2.4 A copy of the audit reports, management letters, and any written responses must be submitted to LCLE.
3. **Printing** - All printed material funded by the grant must bear the prominent statement acknowledging support to the effect that printing was made through funds supported through a Federal grant from LCLE. The statement shall be made through use of the following or comparable footnote “*This project was supported by Subgrant Number \_\_\_\_ awarded by the Louisiana Commission on Law Enforcement through the Bureau of Justice Assistance, Office of Justice Programs.*” See Certified Assurances. Five (5) copies must be submitted to LCLE.
4. **Phone Service** – Local and long distance must be listed separately.
5. **Rent Cost**
  - 5.1 The agency may charge, or pro-rate, the reasonable cost for space rental.
  - 5.2 The agency must certify in writing that the requested rental charge is consistent with the prevailing rate in the local area and shall maintain documentation in its file to support such a determination.
  - 5.3 The pro-rated share of maintenance and operation costs is allowable to the extent they are not otherwise included in rental or other charges for space.
  - 5.4 Space rental cannot be charged to the project if the building is owned by the applicant agency; however, the pro-rated share of overhead costs such as utilities, janitorial services, etc., are allowable.
6. **Service contracts and insurance coverage** may cover only expenditures during grant period; i.e. 3-year service contract to be paid from a 12-month grant is not allowable.
7. Conference and workshop registration fees are charged to this project in Section 800 Other Direct Costs.
8. Complete explanation section and category total box.

## SECTION 850. CONFIDENTIAL FUNDS

1. Itemize how much of the total Confidential Funds reported will spent on paid informants, evidence (e.g., contraband, drugs, etc.), and/or services.
2. Complete the Category summary.

## PROGRAM NARRATIVE

1. Applications will not be considered if any section is left blank.
2. If for some reason you consider yourself exempt from any requirement, you must explain in the appropriate section.
3. You are limited to the space provided in each section. Unrequested attachments will be discarded. Multi-jurisdictional Task Forces are required to submit a separate Inter-agency Agreement with the application. Instructions are provided within this application.
4. Examples provided in the following areas' instructions are merely examples. They are not meant as a measurement of your program. The statements are simply samples of the type of information you are to provide.

### A. PROBLEM DEFINITION

This section should begin with a brief description of the community's specific program and causes of the problem or conditions to be addressed by this project. The applicant should then illustrate the need for the project, providing **current valid local data** concerning the specific problem(s) and risk factors to be addressed. Relevant data such as population and other demographic data, the local poverty rate, arrest rates and types of crime, resources, manpower deficiencies, court trends, etc. should be provided in this section. If the project targets a particular neighborhood within the parish/city, specific background information should be provided concerning that community. Data should be provided concerning risk factors that may be altered as a result of the program.

The applicant needs to describe existing gaps in local services and how the proposed project will address these needs. The applicant should illustrate the need for the project by describing the current availability of services.

It is not necessary for this section to be extensive. However, it should clearly define the need(s) and risk factors targeted by the project as well as the population to be served. Give the source and date of your information. Information provided must be limited to the space provided.

#### VERY ABBREVIATED EXAMPLE:

*Need: Information has been gathered that a major drug distribution operation is headquartered in Spike (Jackson parish) and is supplying dealers in rural areas of Jackson and neighboring Lee parishes. The member agencies have experienced limitations such as restricted budgets and limited manpower, in their individual attempts to combat the illegal distribution and use of narcotics. Geographically the two parishes encompass 1,377 square miles and are located in north/central part of the state. The two parishes are rural having a population of approximately 63,690. In 1998, a total of 50 individuals were arrested in these parishes for distribution and possession of cocaine, marijuana and other drugs. Officers seized 4,396 kilos of cocaine, 405.195 lbs. Of marijuana and 780.064 kilos of other drugs. The combined efforts of a multi-parish task force are needed to eliminate jurisdictional independence, duplication of efforts, and irregular coordination in order to effectively combat this problem.*

### B. GOALS

The goal statement is a **broad-based statement** which reflects an overall **desired end result** of the project. The goal statement should answer the following questions:

1. Does it directly relate to problems (risk factors) identified in the Problem Definition?
2. Is the goal feasible?
3. Is the goal realistic?
4. Is the goal doable?
5. A project usually will have **one** goal.

#### VERY ABBREVIATED EXAMPLE:

*Enhance, through jointly controlled operations, the ability of agencies to remove targeted drug traffickers and offenders through investigation, arrest, prosecution, and conviction.*

You are limited to two (2) goals.

### C. OBJECTIVES

Measurable objectives reflect how your project will assist in reaching the stated goal(s). Objectives also address the problem identified in Problem Definition. A **measurable objective is something the project will do**, utilizing the grant funds, **by a certain amount** (measurable) within a certain time period. Objectives **must** be measurable using absolute numbers, not percentages, and a baseline number.

Measurable objectives use the words "to increase," "to decrease," or "to maintain." Do not use words such as "to provide", "to train", "to establish" in measurable objectives. These are activity statements. Once the objectives are written, ask, "Does the statement allow you to measure something?" The number that will be increased, decreased or maintained directly relates to the baseline statistics. This

allows for the measurement of the progress of the project.

**VERY ABBREVIATED EXAMPLE:**

*Objective 1: Four new positions will be created.*

*Objective 2: To increase the number of drug arrests from 300 to 350 within the twelve month period.*

**D. ACTIVITIES / METHODS**

Identify and describe the activities and/or services that will occur to help achieve each of your stated project objectives. This section must relate back to the critical elements of a Program Brief or BJA pre-approved Program Abstract. Must include a timetable for achieving the various components of your project. Timetable must cover entire project period.

NOTE: MJTFs should provide the criteria used to identify, select, and prioritize investigative targets to include manpower and equipment resources and also should provide information as to oversight of project activities. Example:

**VERY ABBREVIATED EXAMPLE:**

*The Task Force will comprise agents from the Spike Police Department, Jackson and Lee Parish Sheriffs' Departments and the Forty-third Judicial District Attorney's Office. The task force will conduct operations as authorized by the Control Group. In an attempt to combat the flow of illegal drugs the task force will perform the following type operations:*

- 1. Gather intelligence regarding manufacture, sale, and use of controlled dangerous substances through informants and surveillance operations.*
- 2. Perform undercover operations of suspected activities involving the manufacture, sale and use of controlled dangerous substances.*
- 3. Coordinate among participating agencies joint operations to prevent fragmented, duplicative, or less than adequate response.*
- 4. Some of these operations will target and arrest street level dealers and users. Other high-risk activity will target long term organized operations and management of drug organizations to reduce and remove the availability of narcotics.*

**D.2 TRAINING PROJECTS**

This section is to be completed only if the request for funding is to hold training programs. Training topics should, inasmuch as possible, use curricula that implement an evidence-based practice, promising program, or best practice OR utilizes a training program that is based on best practice in the topic presented. This training must be available to all individuals involved in the criminal justice system. This training can be in the form of workshop, seminar, or conference. DO NOT use this form for in-house training for personnel. The applicant must provide:

1. Brief concise description of the curriculum.
2. Type of personnel to be trained
3. Number of personnel expected to attend
4. Geographic location of attendees
5. The dates and times of the training
6. Location of the training
7. Documentation supporting the effectiveness of the training program in addressing the identified need.

**E. PERFORMANCE MEASUREMENTS**

The Bureau of Justice Assistance (BJA) has adopted specific performance measurements that all subgrantees must report to BJA's web-based Performance Measurement Tool (PMT) System. Subgrantees must use these measurements to track and measure the progress to ensure the goals and objectives are accomplished. Each project is required to report its performance and progress to the BJA and LCLE. Refer to Appendix A for complete output and outcome performance indicators that are specific to your project. This information must be reported in the quarterly progress reports.

There are nine (9) activities with information on how to track the activity.

1. Personnel
2. Contractual Support
3. Equipment / Supplies
4. Information Systems for Criminal Justice System
5. Research, Evaluation, and Product Development
6. State/Local Initiatives
7. Task Force Activity
8. Technical Assistance
9. Training

Each activity provides the following:

1. Output and outcome indicators (measurements) for both direct services and system improvement projects.
2. A description of the indicator
3. How to capture the data
4. The applicable program purpose area that it addresses.

Based on your budget and goals and objectives, choose the activity or activities that will best report the project's progress. This information must be submitted to BJA via their web-based PMT System and the BJA report must be attached to your quarterly progress reports to LCLE. See reporting schedule stated earlier in the instructions. Please contact the Byrne/JAG Program Manager if you need assistance.

**F. PRIOR RESULTS (For continuation projects only)**

Applications for continuation funding must describe the program's activities and accomplishments to date. This should include a summary of the previous funding project's activities such as, the number of arrests, drugs seized, the recidivism rate, policies and/or products developed, and data concerning the project's progress up to the time of application in meeting its goals. Applicants should also describe any problems encountered with the program's original goals and objectives and corrective action taken.

**G. EVALUATION and DISSEMINATION OF REPORTING**

1. Indicate how, when and who will be involved in reviewing and updating the project's strategy.
2. Indicate who will be responsible for the collection data, when data will be collected and who will be responsible in analyzing the data and who will be responsible for submitting the data to BJA.
3. List all entities who will receive project results and the schedule of reporting (i.e., monthly, quarterly, annual). Examples, i.e., Parish Council/Police Jury, Sheriffs, Chiefs. Applicant **MUST** state the Louisiana Commission on Law Enforcement will receive quarterly progress report with BJA's PMT report and expenditure reports on a monthly or quarterly basis whichever is applicable to the project.

**ABBREVIATED EXAMPLE:**

*The task force will maintain accurate records to monitor the effectiveness of the program. Activities and results will be maintained in a computer database. Factors and data will include the number of cases, number of arrests, number of convictions, lengths of sentences, amount and type of drugs seized, assets and dollars seized and forfeited and number of confidential informants enrolled. The project will be considered successful if 75% of the stated objectives are obtained and 100% of expenditures and progress reports are submitted by deadlines.*

**H. CONTINUATION**

All applicants must describe its strategy for obtaining permanent financial support for the project at the conclusion of federal funding. The description must include the source of additional funding that helps maintain the level of services. This should include a description of existing local financial support for the project and applicant's plan for involving other local organizations and individuals in acquiring permanent funding. Updates on obtaining permanent financial support will be required in the Quarterly Progress Reports.

**I. RESOURCES**

Describe facilities available to the applicant for the project. List all additional resources available to the project. Items could include equipment, supplies, additional staff, volunteers, etc.

**J. AUDIT**

The applicant must choose either A or B that best describes their organization's expenditure of federal funding. Refer to the audit information found in Section 800 Other Direct Costs instructions.

**K. COLLABORATION AND/OR PARTICIPATING AGENCIES**

If applicable, list all agencies directly or indirectly contributing to the project and the role these agencies perform in relation to this project. Multi-jurisdictional Task Forces are required to submit a separate Inter-Agency Agreement with the application.

**Multi-Jurisdictional Task Force ONLY** – All multi-jurisdictional task forces must submit a separate agreement with the application. **THIS IS A REQUIRED ATTACHMENT.**

1. Each page must be numbered, showing the total number of pages on the signature page.
2. The head of each participating agency must sign and date the document. Original signature page must be returned with the application.
3. The agreement must include, at a minimum, IN THE ORDER SHOWN, the following components:
  - 3.1 A statement naming the members of the task force. The task force must be composed of at least 2 law enforcement agencies.
  - 3.2 A statement that the agencies are entering into the agreement for the purpose of applying for Federal anti-drug abuse funds.
  - 3.3 A statement that the agencies intend to fully participate in and share in the management and operations of the project.
  - 3.4 A statement that the applicant agency (subgrantee) accepts responsibility for project administrative and financial matters and that it will notify each participating agency when the grant award has been received by subgrantee.
  - 3.5 A statement detailing the degree of participation and the contributions of all members. Specifically list equipment, manpower, etc.
  - 3.6 A statement that the members have selected a Control Group to oversee the management of the task force. The Control Group must comprise at a minimum 3 members with at least one from each agency. The Control Group should be named in the agreement.
  - 3.7 A statement that each member will have an equal vote on all matters before the group.
  - 3.8 A statement that unanimous consent of the control Group is required to initiate funding of project investigations.



- 3.9 A statement that the Control Group will establish policies to: select cases to be investigated; allocate, focus, and manage project resources; and provide oversight of project investigations.
- 3.10 A statement that the Control Group will meet regularly to establish investigative plans and resource commitments.
- 3.11 A statement that each case approved for investigative funding by the control group will be managed and staffed as appropriate by 2 or more participating agencies.
- 3.12 A statement indicating that if a computer is purchased with grant funds, all member agencies will have access to the computer unless they agree, in writing, otherwise.
- 3.13 A statement explaining how equipment acquired with grant funds will be distributed upon dissolution of the task force or withdrawal by an agency.
- 3.14 A statement detailing the withdrawal procedures to be followed if an agency plans to withdraw. The statement must indicate that LCLE will be notified in writing.
- 3.15 A statement indicating the length of time the agreement shall be binding. This must coincide with grant dates.

#### OTHER REQUIRED INFORMATION

- 1. The Authorized Official for the applicant agency should review the following required conditions prior to signing in **BLUE INK**. A copy of each of these Certified Requirements must be kept for your records.
  - 1.1 Certified Assurances
  - 1.2 Criminal Penalties
  - 1.3 Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters and Drug-Free Workplace Requirements
  - 1.4 Certification on Non-Supplanting
  - 1.5 Certification of Match (*if applicable*)
  - 1.6 Certification of Program Income
  - 1.7 Certification of Confidential Funds
  - 1.8 Certification for Multi-Jurisdictional Task Force Projects (*MJTF Projects ONLY*)
- 2. **ORGANIZATIONAL CHART** – A current organizational chart is required. It should show the placement of the project within the agency.
- 3. **CERTIFICATION OF LEPC/CJCC DISTRICT DIRECTOR** – The District Director or Assistant Director of the local Law Enforcement Planning Council/Criminal Justice Coordinating Council must sign this certification.
- 4. If the application is being considered as a state level project, applications are mailed directly to the Edward Byrne/JAG Program Manager at LCLE.
- 5. **QUESTIONS/PROBLEMS** - Please contact your District Director or the Edward Byrne/JAG Program Manager at LCLE if you have any questions or have any problems with the completion of the application and/or the application process.